



Employment – Executive Officer

The Shire of Sandstone is a Level 4 local government located 742 kms northeast of Perth and 500kms east of Geraldton on the Mt Magnet to Leinster Road.

The Shire seeks the services of a suitably qualified person with a high level of initiative for the full-time position of Executive Officer providing administrative and organisational support to the CEO on a one year contract.

This position requires a confident person with excellent and professional communication skills including managing communications with government, business and local government leaders. Ability to maintain absolute discretion is essential.

Essential is a demonstrated ability to be part of a harmonious and professional office environment, have a high level of organisational skills, anticipatory ability, emotional intelligence, and be able to operate with minimal supervision.

Knowledge of and understanding and interpretation of IT requirements and development will be highly valued and some knowledge in local government structures will be considered advantageous.

The anticipated pay rate is negotiable at \$60 - \$65 per hour dependent on skills, ability and experience.

The Shire provides cost free accommodation and utilities based in the Sandstone townsite.

Please send your full application to email
administration@sandstone.wa.gov.au

For further enquiries please contact Chief Executive Officer, Peter Money on 0407 470 754 prior to 2:00 PM on Monday 31 August 2026.

